



DEFENSE FINANCE AND ACCOUNTING SERVICE

Partnership for Fiscal Integrity
1050 Forrer Boulevard
Dayton, Ohio 45420

DFAS/PFI

8-Sep-05

MEMORANDUM FOR RECORD

SUBJECT: Inprocessing Policy for All Army PFI Reservists/National Guardsmen

1. In order to guarantee PFI personnel receive all benefits upon entry to active duty, it is critical to inprocess properly. This policy memorandum, with the attached worksheet, outlines the responsibilities of the reservist to provide documentation and forms for inprocessing.
2. DEERS. All reservists must go to the nearest Identification (ID) Card / DEERS facility to update the military record in DEERS for proper benefits allocation for themselves and their dependents. Direct questions concerning proper documentation and the location of the nearest facility to 1-800-538-9552. Locations can be obtained at <http://www.dmdc.osd.mil/rsl/owa/home>. The facility is not branch of service specific (e.g. Army personnel may go to Air Force, Navy or Marine facilities).
3. Finance. Inprocessing of financial issues is branch of service specific. Reservists who live within a one-hour drive of an Army military facility must go to the Military Pay Office (MILPO) of that facility. If the reservist does not live within a one-hour drive, send all paperwork and forms to this office (attn: finance section). All reservists should utilize the attached worksheet to determine the proper paperwork necessary to take to the MILPO or submit to this office.
4. Travel. Travel costs for the reservist and/or family is borne by the reservist initially. Submit documentation of costs to the MILPO with a DA Form 1351. Reservists must coordinate travel by commercial air through a Commercial Travel Office (CTO) at the local military facility. If the reservist is not within a one-hour drive of a military facility, coordinate commercial travel through Carlson Wagonlit Travel at 1-800-666-4340. The military facility is not branch of service specific.
5. Household Goods. Reservists will go to the travel office of the nearest military facility and submit paperwork for movement of household goods. The military facility is not branch of service specific. Contact the travel office for proper paperwork necessary for movement of household goods. Weight allowances are in accordance with the Joint Federal Travel Regulation (JFTR).
6. Tricare/United Concordia Dental. Reservists must inprocess with Tricare for medical care of both themselves and dependents. Inprocessing of Tricare is dependent upon proper inprocessing of DEERS. Therefore, it is imperative that DEERS inprocessing occur prior to attempting to inprocess with Tricare. Reservists should go the nearest military treatment facility of Tricare service center for inprocessing. For questions and locations of Tricare facilities, go to <http://www.tricare.osd.mil/>.
7. POC is Deputy Director, PFI at 937-296-8166 (DSN: 986).


WILLIAM D. LETHCO
COL, FA
Director

**PFI Army Personnel
Finance Inprocessing Checklist**

Single without Dependents		Initials
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)	
Divorced with Dependent Children		
Female Service Member		
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)	
Birth Certificate	Preferably of Youngest Child	
Male Service Member		
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)	
Divorce Decree / Custody Papers	Demonstrates custody of children to service member	
Birth Certificate	Preferably of Youngest Child	
Married (NOT Dual Military) w/ or w/o Children		
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)	
Marriage Certificate		
Dual Military (Both Service Members Active Duty)		
DA Form 5960	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)	
Marriage Certificate		
Birth Certificate	Higher Ranking Service Member provides Birth Certificate of any children, preferably youngest child's	

Initials Necessary for those reservists unable to inprocess at an Army MILPO. Send documents to PFI , Attn: Finance Section